

**JOB ANNOUNCEMENT**  
**Virginia Department of Labor and Industry**

<b>Job Title:</b>	<b>Assistant Labor Law Representative (Compliance/Safety Officer II)</b>	<b>Position No.:</b>	<b>00542</b>
<b>Recruitment Type:</b>	<b>Open to the General Public</b>	<b>Location:</b>	<b>Richmond City</b>
<b>Hiring Salary:</b>	<b>Pay Band 3 – Starting Salary up to \$26,000 annually with benefits</b>		
<b>Closing Date:</b>	<b>Applications must be <u>received</u> by DOLI's HR Office by 5:00 p.m. on February 9, 2007</b>		

**Description of Essential Job Duties:**

Administers, interprets and enforces State Labor and Employment Laws that provide for the payment of wages, child labor protection and other workplace regulations. Performs a variety of administrative and preliminary investigative duties to ensure the administration of the payment of wage, child labor and any and all miscellaneous labor and employment laws as listed in the Code of Virginia and the Virginia Administrative Code in the most effective and efficient manner. Respond to callers and visitors seeking the assistance of the division. Enter claims data into the Division's automated system and create files for claims. Answer telephone inquiries regarding the laws and regulations enforced by the Division, and retrieve information from the Division's automated system and from the filing system in order to respond to inquiries or to assist in the processing of claims.

**Qualifications:**

A Bachelor's degree in criminal justice, law enforcement, business administration or a related field is preferred; or an equivalent combination of training and relevant experience in investigative and/or regulatory compliance reviews or inspections and graduation from high school or equivalent. Requires a demonstrated ability to interpret and apply federal and state labor and employment laws; ability to perform research, data collection and analysis; as well as knowledge/experience with court procedures. Experience conducting preliminary investigations and preparing narrative investigative reports is preferred. Must have proficient PC skills (MS Windows preferred) including extensive skills in data entry. Proven ability to interact with frustrated clients facing difficult situations in a courteous and professional manner using effective oral and written communication skills is a must. Bilingual language skills with ability to speak/read Spanish are highly preferred. Selected candidates must successfully complete criminal and credit history background checks.

**To Apply:** Submit a completed State of Virginia Application for Employment (State Form – 10-012) to:

VA Dept. of Labor & Industry, HR Office  
13 South 13<sup>th</sup> Street,  
Richmond, VA 23219  
Fax No. (804) 786-0139  
Email: [dolihr@doli.virginia.gov](mailto:dolihr@doli.virginia.gov)

State of Virginia Employment Applications are available at <http://jobs.virginia.gov/emplApplication.html> or visit any VA Employment Commission Office. Resumes may be attached, but are not accepted in lieu of a completed application for employment.

**Contact:**     **Human Resource Office**                      **Phone No. (804) 371-2325**

C. Ray Davenport, Commissioner

Appointing Authority

Date

DOLI is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.